

## Appointment

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**From:** Tyler, Tom [Tyler.Tom@epa.gov]  
**Sent:** 1/26/2021 4:39:57 PM  
**To:** Tyler, Tom [Tyler.Tom@epa.gov]; Freedhoff, Michal [Freedhoff.Michal@epa.gov]

**Subject:** MF-TT General  
**Location:** Microsoft Teams Meeting

**Start:** 1/27/2021 9:15:00 PM  
**End:** 1/27/2021 9:55:00 PM  
**Show Time As:** Busy

**Required Attendees:** Freedhoff, Michal

As we discussed. Please let me know if this works or you'd prefer another time. Thanks!

### Agenda Items (DRAFT)

#### Introductions and Messaging

- Mass Mailer
- Town Hall
- Musings
- Intro Calls
- Senior Leaders Welcome Meeting

#### Reporting up

- Weekly Report to Administrator

#### Staff Engagement, Morale, Development

- GP2W

#### AAIO Admin

- Org Charts, Directories
- Short list for messaging
- Special Assistant, defining, hiring
- VPN
- Home Equipment

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## Microsoft Teams meeting

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**Ex. 6 Personal Privacy (PP)**

United States, Washington DC

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